

# Cover Supervisor



# Information for Candidates



A family of schools  
with shared values

# Headteacher's Welcome

Woldgate is a school with a distinct vision for education. Our view of an outstanding school is based on shared values, where every child is known and cared for as an individual. To cultivate this, we build a supportive and caring community, where a child's talents can grow through academic study and the opportunity to participate in the many activities, productions and visits that make Woldgate School unique. We are a school with a positive, welcoming, warm atmosphere, in which pupils take pride in their achievements and where each individual pupil achieves academically through consistently good teaching, in an environment that seeks to nurture their love of learning and challenges them to excel.

Founded in 1958, Woldgate's original school motto celebrated the distinct education the school sought to bring. This motto is, for me, an integral part of our school life; it defines who we are as a community.

*"Everything you do should be worthy, of great merit, character and value."*

## **Of great merit:**

*The quality of being particularly good or worthy, especially deserving of praise or reward.*

## **Of great character:**

*The moral qualities that define an individual.*

## **Of great value:**

*The principles or standards of conduct we work to; our judgment of what is important in life.*

I truly believe that part of what makes this community so special is the holistic education we provide for our pupils. Our Performing Arts status, extra-curricular clubs, sporting activities and House competitions, combined with our wonderful visits programme, provide pupils with a unique opportunity to appreciate the world around them. I have long believed that the creative arts provide an exceptional platform upon which pupils can develop new skills, grow in confidence and, as people, develop qualities, in an environment where their talents are nurtured and then celebrated. The arts offer us something special, whether it be learning an instrument, acting in a play, dancing, singing or just being involved in a production as part of a company. This holistic approach to school life, for me, is integral to a good education and wonderful preparation for future life.

As we look to the future, I am absolutely committed to ensuring Woldgate School continues to develop with a clear, confident and strong identity based on shared values and with each student known and cared for as an individual. Our culture of collaboration and success will be matched by our determination to do the very best, both pastorally and academically, for the children in our care.

- A School where each child is known and cared for as an individual.
- An environment in which our pupils feel valued, safe and enjoy school.
- A School where every child is challenged and supported to succeed academically.

Woldgate Sixth Form College also provides exciting opportunities for students to continue their educational journey, to build upon their GCSE results and progress onto qualifications that provide academic rigour and challenge. There is also a wide variety of enrichment opportunities, with students participating in the wonderful range of expeditions, visits, internships and leadership programmes.

**Jonathan Britton**  
Headteacher



# About Us

Woldgate School and Sixth Form College

Age range 11 – 18

Students on roll – 1050

Gender: Boys and Girls

Admissions policy: not selective

School Type: an Academy which is part of the Wolds Learning Partnership a Multi-Academy Trust

Ofsted Grades – May 2015

Overall effectiveness **GOOD**

Achievement of pupils **GOOD**

Quality of Teaching **GOOD**

Leadership and Management **GOOD**

Academic achievement is equally our top priority and an area in which we have received special recognition from the Department of Education. As I am sure you are aware, last summer 70% of pupils gained the 'Gold Standard' of 5 or more A\*-C grades including English and Maths. This summer 74% of pupils gained 5 or more A\*-C grades including English and Mathematics. Indeed, 83% of our pupils achieved an A\*-C grade in Mathematics and 79% in English Literature. **50% of pupils achieved an A\*-A grade.** Woldgate is now ranked as 2nd in the East Riding of Yorkshire, 3rd in the City of York and is one of highest performing schools in Yorkshire. We are also recognised by the Department of Education as being one of the 'Top 100' most improved schools in the country, out of three thousand eight hundred. As one of only ten schools nationally, we have been selected to appear in a Parliamentary publication which celebrates excellence in education. We have also been nominated for and won an 'Outstanding Outcomes' Award from the SSAT. Achievements such as these are testament to the hard work and dedication of pupils, parents and teachers, and they draw upon a combination of academic rigour, pastoral care of the highest quality, excellent teaching and learning, complemented by structures that monitor progress and intervene to provide individual support for each and every pupil.

The majority of our students choose to enter Higher Education following their time at Woldgate Sixth Form College with 31% of our students last year progressing on to Russell Group Universities (five times the national average). Through a rigorous programme of support, we ensure all students secure their future goals, be that University, further training or employment.



# Job Information

## JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
REPORTS TO:	Cover Manager and the Headteacher
SALARY:	Scale point 17 currently £17,772 pa (which will be pro-rata'd)
HOURS:	32.5 HOURS (Term time only plus 5)

### Purpose of the job

- To work under the guidance of the Cover Manager, teachers and the School Leadership Team and within an agreed system of supervision.
- To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To supervise whole classes during the absence of a teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.
- Data management and tracking of pupil performance by reviewing pupil progress and providing feedback as directed.
- To act as an examination invigilator when required and to provide administrative support for the school when not required for cover invigilation.

### Key responsibilities

#### **Support for pupils when supervising classes in the absence of the teacher**

- To invigilate internal and external examinations when required.
- To register and record pupil attendance.
- To instruct pupils regarding the work left by their teacher.
- To provide pupils with the necessary resources for their learning, including engagement with Sixth Formers' in support of their study and progress.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
- To follow school systems and procedures on behaviour management.
- To report back as appropriate using the school's referral procedures on the behaviour of pupils during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.

- To liaise with teacher(s) about cover work.
- To be aware of particular pupils' specific needs as identified in IEP's.
- To support pupils in using basic ICT as directed.

## **Support for the School**

- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, the Code of Conduct, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings, including staff meetings.
- Participate in training and other learning activities and an annual performance review as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of pupils' out-of-school-hours learning activities.
- Assist with the supervision of pupils out of lesson time, including before and after school and at break times.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Provide clerical/admin support, e.g. photocopying, typing, filing, collecting money etc.
- Supporting colleagues in the preparation of displays, resources and other support materials as and when required.

## **Other duties and responsibilities**

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

**The school operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disbarring and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**

Signed: \_\_\_\_\_

Post holder Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Line Manager Dated: \_\_\_\_\_

## PERSON SPECIFICATION

JOB TITLE:	Cover Supervisor
REPORTS TO:	Cover Manager and the Headteacher
SALARY:	Scale point 17 currently £17,772 pa (which will be pro-rata'd)
HOURS:	32.5 HOURS (Term time only plus 5)

<b>Qualifications and Experience:</b>	<b>Essential</b>	<b>Desirable</b>
1. Possess a good standard of general education to at least GCSE level	√	
2. An education to A level standard or equivalent		√
3. Educated to degree level		√
4. Experience of working in schools		√

<b>Professional knowledge and understanding, skills and attributes:</b>	<b>Essential</b>	<b>Desirable</b>
5. Good organisational skills and ability to work to deadlines	√	
6. An ability to work in a firm but fair way with students	√	
7. Be willing to invigilate internal and external examinations as required	√	
8. Possess a good working knowledge of IT software such as Microsoft Office	√	
9. An ability to work constructively as a member of a team, understanding classroom roles and one's own position within these	√	
10. Possess knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection		√

<b>Personal skills/attributes:</b>	<b>Essential</b>	<b>Desirable</b>
11. Good interpersonal and communication skills	√	
12. Personal flexibility and reliability	√	
13. Personal initiative	√	
14. The ability to work independently	√	
15. A sense of humour	√	
16. A calm disposition	√	
17. Possess a good attendance and punctuality record	√	
18. A commitment to safeguarding and promoting the welfare of children and young people	√	

**Note** - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

# How to apply

If you would like to apply for this vacancy, please download a support staff application form from the school website.

Applications should be returned to **Jo Brighton** Head of Personnel and Staff Wellbeing, Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York. YO42 2LL or via email to [jbrighton@woldgate.net](mailto:jbrighton@woldgate.net)

**CLOSING DATE: Monday 11<sup>th</sup> December at 9 am**  
**Interviews are scheduled to take place week commencing 18<sup>th</sup> December**

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

## Staff Information

### Senior Leadership Team

Headteacher – Mr Jonathan Britton

Deputy Headteacher – Ms Fiona Jane Holland

Deputy Headteacher – Ms Irie Grant

Assistant Headteacher – Mr Luke Sloman (Head of Lower School)

Assistant Headteacher – Ms Amanda Longstaff (Head of Upper School)

Assistant Headteacher - Mrs Katy Lawson (Head of Sixth Form)

Assistant Headteacher - Mr Philip Johnson (Director of Studies for English)

Assistant Headteacher – Mr Kieran McCausland (Director of Studies for Mathematics)

Assistant Headteacher – Mr Robert Jones (Director of Studies for Science)

Assistant Headteacher – Mr Martin Trevaskiss (Director of Holistic Education)

Assistant Headteacher – Mrs Coppelia Webster (Professional Tutor)

### Key Contacts

Head of Personnel and Staff Wellbeing, Jo Brighton 01759 302395 email [jbrighton@woldgate.net](mailto:jbrighton@woldgate.net)



# Child Protection Policy

Woldgate School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

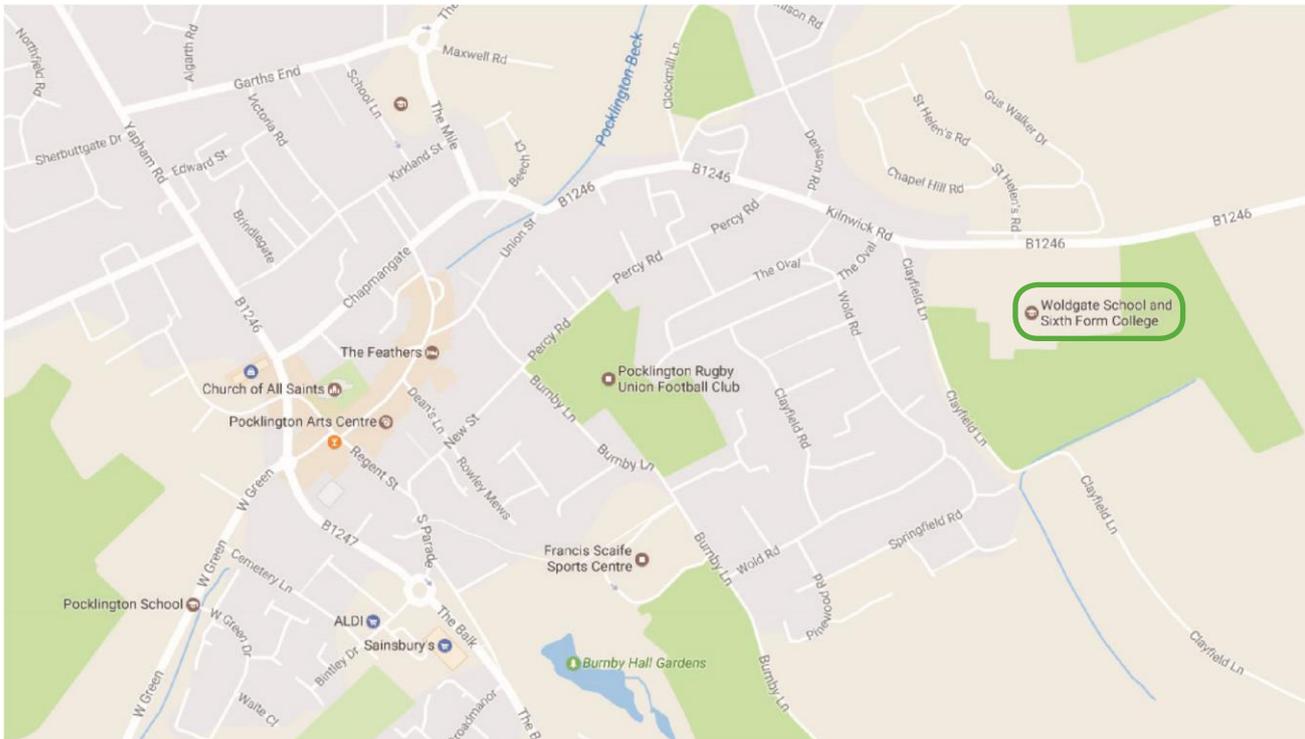
- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

# How to Find Us

**Woldgate School and Sixth Form College, 92 Kilnwick Road,  
Pocklington, York. YO42 2LZ Tel: 01759 302395**



## **A. From Hull - Take the A1079 including the by-passes of Beverley and Market Weighton**

1. Take the right hand fork from Pocklington at the Yorkway Hotel
2. Take the 3<sup>rd</sup> exit from the roundabout; past the Rugby field on your right
3. Turn right at the B1246 signposted Warter, Driffield, Bridlington
4. Woldgate School is the last building on the right as you leave the town.

## **B. From Humber Bridge - Take the Westward route towards Leeds along the A63**

1. Leave the A63 at the slip road and bridge over signposted for Market Weighton, Bridlington
2. Pass through villages of South Cave and Sancton
3. Turn west at Market Weighton bypass, A1079 towards York
4. Follow instructions A3, A4, A5

## **C. From Leeds - Take A64, York by-pass towards Scarborough**

1. Leave A64 at Grimston Bar roundabout signposted York, Bridlington, Hull
2. Exit from roundabout onto A1079 towards Hull
3. Twelve miles approximately along A1079 after Pocklington Industrial Estate, turn left for Pocklington, just after Bonds International.
4. Pass Pocklington School on left, at roundabout take 3<sup>rd</sup> exit past bus station, fire station
5. Take the first exit from the roundabout
6. Follow instructions A4, A5

## **D. From North-East England - Take A19 southwards until Northern by-pass of York**

1. Follow signs for Hull, Bridlington
2. At A64 turn West for Leeds
3. Follow instructions C2, C3, C4, C5, C6

## **E. From Scarborough, Bridlington - Follow sign from Driffield**

1. By pass Driffield along North and West side
2. Leave by pass where signposted for M62, Market Weighton
3. At Bainton roundabout take second exit along B1246 towards North Dalton, Warter, Pocklington.
4. Woldgate is the first building on the left as you reach Pocklington.